

UNITED STATES DEPARTMENT OF AGRICULTURE

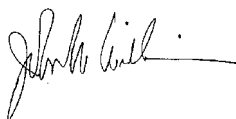
Farm Service Agency  
Washington, DC 20250

Notice PM-2309

**For:** FSA Employees and All FAS National Office Employees

**2003 Executive Leadership Program (ELP) for Mid-Level Employees**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A  
Program  
Announcement**

The Human Resources Division (HRD), Training and Development Branch (TDB) is accepting nominations for the FY 2003 ELP for Mid-Level Employees, which is sponsored by the USDA Graduate School. ELP (formerly the Women's Executive Leadership Program) is a developmental program that provides leadership and managerial training and development opportunities for high-potential full-time, permanent GS-11 through GS-13 or equivalent level CO employees, preparing them for future positions as leaders and managers.

**B  
Purpose**

This notice provides:

- information about the nomination and selection processes for ELP for Mid-Level Employees.
- a description of ELP for Mid-Level Employees (Exhibit 1).

**Note:** Participants will be **away from their positions for a minimum of 5 months** during the 12-month period. Additional work time will be needed to complete some activities and to meet other requirements that must be accomplished. Carefully consider these time requirements with your first-line supervisor **before** submitting a nomination package.

**C  
Contact**

If there are questions about this notice, contact Regina Duncan, HRD, TDB at 202-418-9053.

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**Disposal Date**

August 1, 2002

**Distribution**

All FSA employees and FAS National Office employees; State Offices relay to County Offices

## 2 Nomination Process

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### A

#### Nominee Qualifications

Nominees for the program must:

- be full-time, permanent GS or CO employees
  - be at the GS-11 through GS-13 level or equivalent
  - be a nonsupervisor, or new supervisor, with less than 1 year's supervisory experience during their entire GS or CO career
  - demonstrate leadership and management potential.
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### B

#### Nomination Procedure

Eligible employees may apply for the program by submitting a nomination package containing the following:

- completed AD-2008 (Exhibit 2), including supervisory signature

**Note:** Union officials on 100 percent official time do not need supervisory concurrence and signature.

AD-2008 is available at the FFAS Employee Forms Online Website at **<http://165.221.16.90/dam/ffasforms/forms.html>**. Click "Find Current Forms Using Our Form Number Search". ENTER "2008" in the "Form Number" field and click "Submit". Click "pdf" for Adobe Reader format.

- a written statement of up to 2 pages addressing how the following abilities or competencies are supported in your current position

**Note:** Address the following abilities or competencies individually:

- oral
  - written
  - interpersonal communication
  - leadership
  - initiative
  - technical competence.
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## 2 Nomination Process (Continued)

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### B

#### Nomination Procedure (Continued)

- current OF-612, SF-171, **or** resume signed and dated by the applicant with current home address
- list of all formal training courses taken in the last 5 years

**Note:** Do **not** submit a completed SF-182 until the nominee is notified of selection for ELP for Mid-Level Employees.

- a statement written by the first-line supervisor assessing the applicant's potential for leadership or managerial responsibilities.

**Note:** Only employees who follow the Agency's nomination procedures in this notice will be considered for selection to participate in this program. **Do not apply directly to the Graduate School.** FedEx all nomination packages to Regina Duncan.

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### C

#### Where to Send Nomination Forms

Because of a major mail delay, send the original and 6 copies of the completed nomination package using FedEx to the following address.

REGINA DUNCAN  
USDA, FSA, HRD/TDB  
2101 L STREET NW  
SUITE 303-A  
WASHINGTON, DC 20037-1526

**Note:** FAXed copies of nomination packages will **not** be accepted.

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### D

#### Deadline

All nominations must be **received** in HRD, TDB by **July 16, 2002**. Nominations received after this date will not be considered. Substituting nomination items will not be permitted after the deadline.

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### 3 Selection Process

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#### A

##### Participants

FSA may support up to 9 nominees distributed by grade level as follows:

- GS-11 or equivalent (3 nominees)
- GS-12 or equivalent (3 nominees)
- GS-13 or equivalent (3 nominees).

FAS may support up to 2 nominees.

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#### B

##### Participant Selection

FSA participants will be selected as follows.

- Panel will review and rank employee nominations using criteria established Agency-wide.

**Note:** The U.S. Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Not all prohibited bases apply to all programs. This Agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

- The work of candidates while on official time, performing labor relations representational functions, must be viewed with neutrality.
  - FAS and FSA Partnership Council-related work shall be viewed as administrative duty and shall be subject to assessment and evaluation by the panel.
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### 3 Selection Process (Continued)

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#### B

##### Participant Selection (Continued)

- Recommendations are made to the Administrator or designee based on the following.

IF the nominee is an employee of...	THEN the...
FAS	<ul style="list-style-type: none"> <li>• FAS Executive Advisory Group makes: <ul style="list-style-type: none"> <li>• selection recommendations based on panel rankings</li> <li>• a recommendation to the Administrator</li> </ul> </li> <li>• Administrator or designee selects final participants.</li> </ul>
FSA	panel recommends final participants and refers participants to the Administrator or designee for approval for the allotted number of spaces approved.

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#### C

##### Panel Membership

HRD, TDB will select and facilitate panels. Separate panels will be established for each Agency. The panel consists of the following:

- 3 voting Agency employees
- 1 nonvoting HRD, TDB representative
- 1 nonvoting EEO representative
- 1 nonvoting union representative.

**Note:** Union participation will be based on the Agency's selection panel.

No panel will be held if the number of applications received does not exceed the number of positions available.

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#### D

##### Labor Management Obligation

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

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### 3 Selection Process (Continued)

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#### E

##### Program Costs

Tuition for the 2003 ELP for Mid-Level Employees is \$3,650 per participant. Tuition does **not** include travel and lodging costs. A minimum of 4 trips to Virginia, Pennsylvania, Ohio, and Maryland, are required.

Tuition, travel, lodging costs, and per diem for FSA GS and CO employees shall be coded to their originating office. Upon notification that candidates have been selected, the originating office may request an increase in their travel allotment consistent with the travel costs associated with participation in the program. Request shall be submitted to the FSA Budget Division.

Tuition for FAS employees shall be paid from the Agency-wide management fund. Travel and lodging costs will be funded by the employee's office travel budget.

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#### F

##### Accommodation

Persons with disabilities who require accommodations to attend or participate in this training should contact Regina Duncan at 202-418-9053 or TDD 202-418-9107.

**Note:** Some accommodation services, such as a sign language interpreter, require at least 3 days notice to schedule.

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#### G

##### Selection Notification

HRD, TDB will notify employees whose names are forwarded to the Graduate School, USDA for consideration. The Graduate School, USDA will send selectees written notification of their acceptance.

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## Description of 2003 ELP for Mid-Level Employees

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### PROGRAM DESIGN

The Executive Leadership Program for Mid-Level Employees is a 12-month program open to women and men at the grade 11 through 13 levels. This program is designed for non-supervisors with less than 1 year's supervisory experience during their careers within the federal government.

The program is tailored to each participant's developmental needs, focusing on the Graduate School, USDA's Leadership Effectiveness Inventory (LEI), and the Myers-Briggs Type Indicator (MBTI) for leadership/managerial skills and personality assessment. In addition to the LEI and MBTI, other program components include:

- **Leadership Development Plan**
- **Leadership Development Team Activity and Presentation**
- **Developmental Work Assignments**
- **Shadowing Assignments**
- **Executive Interviews.**

### PROGRAM CURRICULUM

The Executive Leadership Program for Mid-Level Employees is structured around four 5-day residential seminars held within a 250-mile radius of the Washington, D.C., metropolitan area. Based on the U.S. Office of Personnel Management's Leadership Effective Framework (LEF), a model for effective leadership/managerial performance, this program will help participants acquire or enhance the LEF competencies needed to become successful leaders and managers within the federal government.

#### Orientation Session

Participants will begin with a 1-week orientation session to establish a working relationship between other participants and program staff. Held at a residential training site, this session will outline program requirements, policies, expectations and opportunities.

#### Leadership Training Session

The Leadership Training Session (formerly called "Core Training Session") is a 2-week residential session that assesses each participant's developmental needs in relation to the roles and responsibilities of leaders/managers. During this session, participants will finalize their Leadership Development Plan, addressing the developmental needs they will need to strengthen during their tenure with the Executive Leadership Program for Mid-Level Employees.

#### The Outstanding Leadership Practices Seminar

The Outstanding Leadership Practices Seminar is a 1-week training session where participants will be placed into bench marking teams and observe first-hand organizations that have proven reputations for outstanding leadership practices. This session is scheduled for May 18 through 23, 2003, in Cincinnati, Ohio, for the Class of 2003.

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**Description of 2003 ELP for Mid-Level Employees (Continued)**

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**PROGRAM COMPONENTS****Individual Needs Assessments**

Before attending the orientation session, participants will complete the Leadership Effectiveness Inventory (LEI) to assess their level of leadership and managerial skills. Participants will also complete the Myers-Briggs Type Indicator (MBTI) personality assessment. The results will be used as the basis for each participant's Leadership Development Plan.

**Leadership Development Plan**

Each participant will design a Leadership Development Plan which will be used as a roadmap for their development during the program. A Leadership Development Plan format, including provisions for defining and meeting specific career development objectives, will be provided. The Executive Leadership Program for Mid-Level Employees Director will guide each participant in the design of their plan. Each participant will coordinate plan preparation with their first-line supervisor and agency program coordinator to ensure appropriate support.

**Leadership Development Team Activity**

During the orientation session, participants will be assigned to Leadership Development Teams. These teams are designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development, and provide a forum to explore current issues facing managers/executives in the federal workplace. Each team will design and deliver a 1-hour presentation on 1 of the 27 Leadership Effectiveness Inventory components. This presentation will be conducted during the Close-Out Week Activity.

**Developmental Work Assignments**

Developmental Work Assignments are designed to provide exposure to different leadership/managerial experiences and perspectives.

At a minimum, participants will complete one 30-day and one 60-day developmental assignment outside of their position of record. These assignments can be counted as either calendar or actual work days. Assignments must be completed during the program year. Participants must complete 2 separate assignments (not one 90-day combined assignment) to satisfy this program requirement.

**Shadowing Assignment**

Each participant will complete a 1-week assignment "shadowing" a federal manager or executive at the GS-13 to Senior Executive Service (SES) level. By observing managers/executives in action, participants will gain exposure to managerial duties, responsibilities and approaches. Participants will observe how the concepts learned in the program are applied in real-world situations.



**Description of 2003 ELP for Mid-Level Employees (Continued)**

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**PROGRAM COMPONENTS (Continued)****Executive Interviews**

Participants will interview 5 or more federal managers, including a member of the Senior Executive Service (SES) and a female manager. The executive interviews will provide an additional opportunity for participants to interact at the highest levels of management and to gain critical information for long-term networking and career planning.

**Management Readings**

Participants will read and review 3 or more books on leadership and management issues. This component will help participants broaden their knowledge of the field and strengthen their analytical skills. A management reading list is provided at the orientation session.

**Program Impact Paper**

Participants will prepare a paper discussing their experiences during the program year and how those experiences will impact their career plans and goals. The program impact paper will also include a discussion of their progress with each of the program components. The participant's first-line supervisor, agency program coordinator, and the Executive Leadership Program for Mid-Level Employees office will also receive a copy of the program impact paper.

**Close-Out Week Activities**

During the final week of the program, participants will participate in the following activities to round out their program experience:

- Leadership In the New Millennium - an opportunity to learn from experts and executives on the future of leadership in the federal government
- Leadership Development Team Presentations - each team will conduct a 1-hour presentation based on 1 of the 27 Leadership Effectiveness Inventory competencies
- Post-LEI/Transitioning Workshop - an opportunity for participants to review the program year and transition into the next phase of their career, as well as receive the results of the LEI that they complete with their supervisor again at the end of the program year
- Graduation Ceremony - agency program coordinators, supervisors, agency officials and guests are invited to celebrate each participant's success.

**ENTRY DATES**

The orientation session for the Class of 2003 Executive Leadership Program for Mid-Level Employees is scheduled for August 18 through 23, 2002.

The Class of 2003 Executive Leadership Program for Mid-Level Employees will end during the month of August 2003.

**AD-2008, 2003 Executive Leadership Program for Mid-Level Employees Nomination Form**

This form is available electronically.

<b>AD-2008</b> (06-24-02)		<b>U.S. DEPARTMENT OF AGRICULTURE</b>	
<b>2003 EXECUTIVE LEADERSHIP PROGRAM FOR MID-LEVEL EMPLOYEES</b>			
<b>NOMINATION FORM</b>			
Note: Deadline July 16, 2002			
1. Indicate Agency (Check)			
FAS <input type="checkbox"/>		FSA <input type="checkbox"/>	
2. Name		3. Division/Staff (Include Office Address)	
5. E-mail Address		4. Room Number and Stop Code	
6. Title		7. Grade	8. Full-Time Employee?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
		9. Telephone Number (include area code)	
		10. FAX Number (include area code)	
11. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified and are aware that selectees are away from their job for a minimum of 5 months. For program cost, refer to Notice PM-2309.			
A. Supervisor's Signature		B. Date (MM-DD-YYYY)	C. Supervisor's Telephone Number (include area code)
D. Print Supervisor's Name and Title		E. Supervisor's Mailing Address	
12. Other required information to be included with this nomination form:			
A. Written statement of up 2 pages addressing how this training abilities or competencies are supported in your current position			
<b>NOTE:</b> Address the following abilities or competencies individually:			
<ul style="list-style-type: none"> <li>• oral</li> <li>• written</li> <li>• interpersonal communication</li> <li>• leadership</li> <li>• initiative</li> <li>• technical competence.</li> </ul>			
B. Current OF-612 or SF-171 or resume signed and dated by the applicant with current home address.			
C. List of all formal training courses taken in the last 5 years.			
D. A statement written by the first-line supervisor assessing the applicant's potential for supervisory or managerial responsibilities.			
13. Please submit this nomination form, and all other information listed in item 12 (the original and 6 copies), by July 16, 2002, to:			
<b>Regular Mail:</b>		<b>Or Fed Ex:</b>	
Regina Duncan USDA, FSA, HRD, TDB Stop 0574 1400 Independence Avenue, SW Washington, DC 20250-0574		Regina Duncan USDA, FSA, HRD, TDB Suite 303-A 2101 L Street, NW Washington, DC 20037-1526	

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